

Professional and Managerial Branch
Fiscal and Tax Administration Group
Purchasing Series

PURCHASING AGENT

09/89

CHARACTERISTICS OF THE CLASS:

Under direction, supervises and coordinates the purchase of supplies, materials and equipment and the preparation of purchasing bid packages and contracts; performs related duties as required.

EXAMPLES OF DUTIES:

Assigns, coordinates and supervises employees engaged in purchasing supplies, equipment and materials; supervises the preparation of bid packages and assures bid packages are complete, correct and in compliance with state and local purchasing regulations; prepares newspaper advertising for bid proposals; reviews vendors' and contractors' bids to assure responsiveness and responsibility of bids; as required, purchases supplies, materials and equipment.

Confers with vendors and contractors concerning bid specifications, contracts, other documents and the bidding procedure; assures invoices are properly priced and extended; assures efficient work flow to take advantage of discounts; verifies purchases are charged to proper department and subobject; advises management in purchasing matters.

Supervises, trains and evaluates assigned personnel; enforces established rules and regulations, standards of conduct and work attendance and safe working practices and procedures; maintains records and prepares reports; develops and controls sections operating budget.

Minimum Qualifications

Training and Experience: Graduation from an accredited College or University with a Bachelor's degree in Business Administration and four years professional purchasing experience including two years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of purchasing practices and procedures; considerable knowledge of office practices and procedures; considerable knowledge of a variety of commodities, materials, and supplies; considerable knowledge of supply sources; good knowledge of accounting and cost systems; good knowledge of marketing practices and pricing methods; good knowledge of budget practices and procedures; good knowledge of supervisory techniques, standards of conduct and work attendance and safe working practices and procedures.

Ability to draft standards, specifications, contracts and similar documents; ability to deal with vendors and contractors; ability to supervise, train, and evaluate assigned personnel; ability to establish and maintain effective working relationships with fellow employees, officials and the public; ability to maintain records and prepare reports.

Physical Requirements: Mobility within an office environment.

Director of Personnel

Department Head